Negotiated Changes for 2020

• Electronic Surveys for Student Evaluations
• Changes to the Summary Evaluation Form
• New Progress Reports for Improvement Plans
  • Changes for Faculty who Teach Online
New Option for Student Evaluations

• Evaluators may elect to use electronic surveys rather than Scantrons.
• Must notify EvaluationKIT Administrator 1 week in advance.
  • Instruction Sheet has all the details, including script.
• Evaluations administered in-class, as before, but with students using their smart-phones or laptops, logging in through Canvas.
  • For those who lack a smart-device or are absent, survey will remain open for one week.
• Students may not go back later and edit.
• Reminders will be sent via Canvas and email.
Changes to Summary Evaluation Form

• Form now asks if evaluation qualifies part-timer to earn or maintain staffing preference.

• Form now includes staffing-preference application attached as last page.
Changes to Improvement Plans

• For probationary faculty, timelines now allow for improvement plan any semester (if evaluation warrants).

• Improvement Plan form has been modified to better connect recommendations to negotiated criteria.

• UF should be notified any time an Improvement Plan is given.

• Progress to be monitored by Division Dean (or designee), in consultation with the Department Chair(s).

• For probationary and tenured full-time faculty, Progress Report Form must be completed by VPI (or designee), in consultation with Department Chair(s), and submitted to the College President.
Improvement Plan Progress Reports

• For probationary faculty in their first, second or third semester, the Progress Report must be submitted before February 1 of the faculty member’s fourth semester. For probationary faculty who receive an improvement plan after the third semester, the **deadline is Feb. 1 of the 8th semester on tenure track.**

• Report should include a summary of all previous evaluations; summary of concerns articulated in the improvement plan; summary of progress made in responding to areas of concerns; and summary of how faculty member has met professional responsibilities.

• Purpose is to inform tenure decision (but no recommendation is made on the form). Evaluatee gets copy and 10 days to respond.
Changes for Faculty Who Teach Online/Hybrid

• Training required for all who teach online (compensated for those already teaching online who never attended training). See 27.2.

• Faculty teaching online for the first time must be evaluated (if off-schedule, dept. assigns one evaluator and member may add a second, etc. following part-time procedures; off-schedule eval does not count towards tenure or staffing preference decisions).

• Faculty teaching online for the first time must be evaluated by at least one professor who is qualified to teach online. After that, online experience is recommended but not required.

• Forms and procedures have changed substantially. New forms and guidebook are available online.
Other Changes

• Evaluation portfolios should now always include Observation PLAN forms.
• Timetable for spring hires has been clarified. 1\textsuperscript{st}-semester (spring) evaluation is optional (up to department) using part-time procedure.
• Hybrid classes may be treated as online, in-person, or both, except for first-time-ever-online policies.
• New article protecting Academic Freedom. Broad protection for faculty but not a license to deviate regularly from course content.